COCONINO COUNTY ARIZONA
COMMUNITY DEVELOPMENT
ENVIRONMENTAL QUALITY

PROCEDURES FOR OBTAINING A PERMIT FOR AN ALTERNATIVE WASTEWATER SYSTEM NOTICE OF INTENT TO DISCHARGE (NOI)

Instructions: Please fill out and submit this Notice of Intent to Discharge (NOI) to obtain permission to construct and discharge from a new alternative wastewater system. Any required **NOI Supplemental Forms** need to be completed and submitted.

List Supplemental Forms:

1) Construction plans: a total of three-four sets of plans, (the county retains on set, one is sent each to the applicant, owner and contractor).
2) Two sets of floor plans: initial and future showing all possible water using devices.
3) Two sets of design reports if separate from the construction plans.
4) Two sets of soils report: including percolation tests and ASTM Soil Characterization.
5) Two sets of Draft Operation and Maintenance Manual.
6) Two sets of Waiver for Setback/Well if needed: recorded to the property deed.
7) Two sets of R18-9-A312 (G) Justification if requested.
8) Additions to Notice of Intent to Discharge as required by rule (General Permit).
9) Owner Authorization for Submittal and Release of Construction Documents.

Constructing and Operating an On-site Wastewater Treatment Facility under a Type 4 General Aquifer Protection Permit: Arizona Administrative Code (AAC) R18-9-A301 prescribes the following process for a person to obtain permission to construct and operate an on-site wastewater treatment facility:

1) Submit this NOI and appropriate supplemental information and forms;
2) Submit applicable general permit fees;
3) Satisfy any deficiency requests arising from the agency's pre-construction review of the submitted information.
4) Satisfy any deficiency requests arising from the agency's pre-construction review of the submitted information.
5) If submittal is denied, re-submittal will require a fee
6) Must notify county when changes occur with plans.
7) Obtain a **Construction Authorization** (this is your permit to construct the system) from Coconino County Environmental Quality-Community Development (CCEQ-CD)
8) Construct the facility within two years;
9) Upon completion of construction, submit required information (see inspection schedule) to the CCEQ-CD to initiate the agency's post-construction review and inspection;
10) Satisfy any deficiency request arising from the agency's post-construction review of the facility;
11) Receive a **Discharge Authorization** (authorization to operate your system) from CCEQ-CD the agency authorizing operation and discharge from the facility in accordance with terms of the general permit and applicable requirements of statute and rule.

2500 N. Fort Valley Rd. Building #1, Flagstaff, AZ 86001-9332
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COCONINO COUNTY ARIZONA
COMMUNITY DEVELOPMENT
ENVIRONMENTAL QUALITY

ALTERNATIVE WASTEWATER SYSTEM NOTICE OF INTENT TO DISCHARGE (NOI)

Permit Technician:_____

Plan Reviewer:_____

SITE INFORMATION

SUBDIVISION _____ UNIT # _____ LOT # _____

ASSESSOR'S PARCEL # _____ SIZE IN ACRES: _____

PROPERTY ADDRESS: _____

TOWNSHIP: _____ RANGE: _____ SECTION: _____ , _____ ¼ _____ ¼ _____ ¼

LATITUDE _____ º _____ ' _____ " N LONGITUDE: _____ º _____ ' _____ " W

APPLICANT (person responsible for operation and overall compliance):

NAME/COMPANY: _____ PHONE/FAX # _____

ADDRESS: _____ CITY/STATE/ZIP: _____

E-MAIL: _____

DESIGNER/ENGINEER:

NAME/COMPANY: _____ PHONE/FAX # _____

ADDRESS: _____ CITY/STATE/ZIP: _____

_____

CONTRACTOR INFORMATION:

NAME/COMPANY: _____ PHONE/FAX # _____

ADDRESS: _____ CITY/STATE/ZIP: _____

LICENSE # _____ LICENSE CLASSIFICATION: _____

E-MAIL: _____

DISPOSAL SYSTEM INTENDED TO SERVE (check category & give requested figures)

☐ NEW RESIDENCE ☐ EXISTING RESIDENCE

_____ # OF BEDROOMS _____ # OF EXISTING BEDROOMS _____ # OF DENS/OFFICES

_____ # OF DENS/OFFICES _____ # OF PROPOSED BEDROOMS

TOTAL # OF PLUMBING FIXTURE UNITS: _____ DESIGN FLOW: _____

Available General Permits for On-site Wastewater Treatment Facilities and Information Submission Requirements:
Please indicate which general permits are being applied for and check appropriate boxes to indicate that the required information has been submitted with this NOI.

A. Information submission requires with all NOIs:

☐ Site Investigation Report [AAC R18-9-A309 (B) (1)].
☐ Site Plan [AAC R18-9-A309 (B) (2)].

B. Information submission requirements with NOIs for General Permits 4.03 through 4.23.

☐ Construction quality drawings [AAC R18-9-A309 (B) (4)].
☐ List of materials, components, and equipment for constructing the on-site wastewater treatment facility [AAC R18-9-A309 (B) (5)].
☐ Operation and maintenance plan [AAC R18-9-A309 (B) (6)].

C. General permits, corresponding information submission requirements, and Coconino County Environmental Quality fees*****:

☐ **4.02** Septic Tank with Disposal by Trench, Bed, Chamber Technology or Seepage Pit, Less than 3,000 Gallons Per Day Daily Flow [AAC R18-9-E302].

Available General Permits for On-site Wastewater Treatment Facilities and Information Submission Requirements:
Please indicate which general permits are being applied for and check appropriate boxes to indicate that the required information has been submitted with this NOI.

A. Information submission requirements with all NOIs:

☐ Site Investigation Report [AAC R18-9-A309 (B) (1)].
☐ Site Plan [AAC R18-9-A309 (B) (2)].

B. Information submission requirements with all NOIs:

☐ Site Investigation Report [AAC R18-9-A309 (B) (1)].
☐ Site Plan [AAC R18-9-A309 (B) (2)].

C. General permits, corresponding information submission requirements, and Coconino County Environmental Quality fees*****:

☐ **4.02** Septic Tank with Disposal by Trench, Bed, Chamber Technology or Seepage Pit, Less than 3,000 Gallons Per Day Daily Flow [AAC R18-9-E302].

☐ **4.03** Composting Toilet, Less than 3,000 GPD Daily Flow [AAC R18-9-E303].

☐ Name and address of manufacturer.
☐ Product model number.
☐ Rate of composting and capacity calculations.
☐ Documentation of listing by a national listing organization indicating that the composting toilet meets the stated manufacturer's specifications for loading, treatment performance, and operation.
☐ The method of vector control.
☐ The calculation of waste volume and planned method for disposing of the composted human excrement residue.

☐ **4.04** Pressure Distribution System, Less than 3,000 GPD Daily Flow [AAC R18-9-E304].

☐ A copy of operation, maintenance, and warranty materials for the principal components.
☐ A copy of dosing specifications, including pump curves, dispersing component curves, and float switch settings.

☐ **4.05** Gravel less Trench, Less than 3,000 GPD Daily Flow [AAC R18-9-E305].

☐ The soil absorption area that is required if a conventional disposal field trench filled with aggregate is used.
☐ The configuration and size of the proposed gravelless disposal field.
☐ The manufacturer's installation instructions and warranty of performance for absorbing wastewater into the native soil.

☐ **4.06** Natural Seal Evapotranspiration Bed, Less than 3,000 GPD Daily Flow [AAC R18-9-E306].

☐ **4.07** Lined Evapotranspiration Bed, Less than 3,000 GPD Daily Flow [AAC R18-9-E307].

☐ Capillary rise potential test results for the media used to fill the evapotranspiration bed, unless sand meeting a D_{50} of 0.1 millimeter (50% by weight of grains equal to or smaller than 0.1 millimeter in size) is used.
☐ Water mass balance calculations used to size the evapotranspiration bed.

☐ **4.08** Wisconsin Mound, Less than 3,000 GPD Daily Flow [AAC R18-9-E308].

☐ Specifications for the internal wastewater distribution system media proposed for use in the mound.
☐ Two scaled or dimensioned cross sections of the mound (1 of the shortest basal area footprint dimension and one of the lengthwise dimension).
☐ Design calculations following the "Wisconsin Mound Soil Absorption System: Siting, Design, and Construction Manual," published by the University of Wisconsin - Madison, January 1990 Edition.

☐ **4.09** Engineered Pad, Less than 3,000 GPD Daily Flow [AAC R18-9-E309] Fee.

☐ Design materials and construction specifications for the engineered pad system.

☐ **4.10** Intermittent Sand Filter, Less than 3,000 GPD Daily Flow [AAC R18-9-E310].

☐ Specifications for the media proposed for use as the sand filter.

☐ **4.11** Peat Filter, Less than 3,000 GPD Daily Flow [AAC R18-9-E311].

☐ Specifications for the peat media proposed for use in the filter or provided in the peat module, including the porosity, surface area, and moisture content.
☐ A statement of whether the peat is air dried, and whether the peat is from sphagnum moss or bog cotton.
☐ A description of the degree of decomposition.
☐ Specifications for installing the peat media.
☐ If a peat module is used, the name and address of the manufacturer, the model number, and a copy of the manufacturer's warranty.

☐ **4.12** Textile Filter, Less than 3,000 GPD Daily Flow [AAC R18-9-E312].

☐ The name and address of the filter manufacturer.
☐ The filter model number.
☐ A copy of the manufacturer's filter warranty.
☐ If the system is for nitrogen reduction to 15 milligrams per liter, five-month arithmetic mean, specifications on the nitrogen reduction performance of the filter system, and corroborating third-party test data.
☐ The manufacturer's operation and maintenance recommendations to achieve a 20-year life.
☐ If a pump or aerator is required for proper operation, the pump or aerator model number and a copy of the manufacturer's warranty.

☐ **4.13** Ruck® System, Less than 3,000 GPD Daily Flow [AAC R18-9-E313].

☐ **4.14** Sewage Vault, Less than 3,000 GPD Daily Flow [AAC R18-9-E314].

☐ **4.15** Aerobic System with Subsurface Disposal, Less than 3,000 GPD Daily Flow [AAC R18-9-E315].

☐ Evidence of performance specified in AAC R18-9-E315 (B).
☐ The name and address of the treatment unit manufacturer.
☐ The model number.
☐ A copy of the manufacturer's warranty and operation and maintenance recommendations to achieve performance for a 20 year life.
☐ If nitrogen reduction to a level from 15 to less than 53 milligrams per liter is proposed, specifications on system nitrogen reduction performance and corroborating third party test data.

☐ **4.16** Aerobic System with Surface Disposal, Less than 3,000 GPD Daily Flow [AAC R18-9-E316].

☐ **4.17** Cap System, Less than 3,000 GPD Daily Flow [AAC R18-9-E317].

☐ Specifications for the proposed cap fill material.

☐ **4.18** Constructed Wetlands, Less than 3,000 GPD Design Flow [AAC R18-9-E318].

☐ **4.19** Sand Lined Trench, Less than 3,000 GPD Design Flow [AAC R18-9-E319].

☐ Specifications for the proposed media in the trench.

☐ **4.20** Disinfection Devices, Less than 3,000 GPD Design Flow [AAC R18-9-E320].

☐ **4.21** Sequencing Batch Reactor, Less than 3,000 GPD Design Flow [AAC R18-9-E321].

☐ **4.22** Subsurface Drip Irrigation, Less than 3,000 GPD Design Flow [AAC R18-9-E322].

☐ Documentation of the pretreatment method proposed to achieve the wastewater criteria specified in AAC R18-9-A322 (B) (1), such as the type of pretreatment system and the manufacturer's warranty.
☐ Initial filter and drip irrigation flushing settings.
☐ Calculations of the site evaporation rate.
☐ Design calculations, showing the number of perennial plants needed to achieve the required evapotranspiration rate.
☐ If supplemental irrigation water is introduced to the drip system, the volume and volume percent of the supplemental water.

☐ **4.23** On-site Wastewater Treatment Facility, 3,000 to 24,000 GPD Design Flow [AAC R18-9-E323].

☐ A performance assurance plan consisting of task, schedules, and estimated annual costs for operating, maintaining, and monitoring performance over a 20-year useful service life.
☐ Design documents and the performance assurance plan sealed by an Arizona-registered professional engineer.
☐ Any documentation submitted under the alternative design procedure in R18-9-A312 (G) that pertains to achievement of better performance levels than those specified in the general permit for the corresponding facility with a design flow of less than 3,000 gallons per day, or for any other alternative design, construction, or operational change proposed by the applicant.
☐ A demonstration of total nitrogen discharge control specified in A.A.C. R18-9-E323 (A) (4).
☐ A Water Quality Management (208) Consistency Review Form.

DESCRIBE PROPOSED TREATMENT AND DISPOSAL TRAIN AND INDICATE ALL APPLICABLE GENERAL PERMIT NUMBERS; INDICATE DESIGN FLOW AND EXPECTED DATE OF OPERATION; DESCRIBE SEWAGE SOURCES AND CHARACTERISTICS:

TREATMENT & DISPOSAL:

Permit Numbers:

Design Flow:

Expected date of operation:

Sewage source/characteristics:

ALTERNATIVE DESIGN, INSTALLATION, OR OPERATION FEATURES (A312G); INCLUDE RULE REFERNECE FOR WHICH RULE CHANGE IS REQUESTED AND A SHORT DESCRIPTION. IF THERE ARE NONE PROPOSED WRITE "NONE" IN THE FIRST ROW:

No:	Rule Reference:	Description:
1.		
2.		
3.		
4.		

EXISTING ENVIRONMENTAL PERMITS:

List any state or federal environmental permits already held by the applicant or owner at this location or that are needed

☐ New installation of an on-site wastewater treatment facility. No other environmental permits exist or are needed.

☐ Other environmental permits exist or are needed (describe):

CERTIFICATION OF COMPLIANCE: To be completed by the homeowner or authorized agent.

I _____ , on this date of, _____ certify that this **Notice of Intent To Discharge** and attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate, and complete. I also certify that the treatment and disposal system described in this form is or will be designed, constructed, and operated in accordance with the terms and conditions of Arizona Administrative Code, Title 18, Chapter 9, Article 3 regarding aquifer protection permits and applicable requirements of Arizona Revised Statutes Title 45, Chapter 2.

I am aware that there are significant penalties for submitting false information including permit revocation as well the possibility of fine and imprisonment for knowing violations.

_____ _____

SIGNATURE **DATE**